

## CITY ADMINISTRATOR'S REPORT November General Meeting

- Karen and I teleconferenced with Alaska Technical Solutions to review our contract with them. Discussed their deliverables, the timeliness of the deliverables and who the points of contact would be at the City. Karen and Ben will be the contacts to submit trouble tickets for technology issues. If you have any issues, please email Karen and Ben.
- Worked on getting access and signatory authority to our FNBA and other accounts. Then we had to do the same for Ben who has now been hired in the Treasurer position. Additionally, we had updated the signatures for the City Council.
- Continued work on the septic holding tank project with tank procurement and the agreement with septic company. We are currently awaiting a proposal from Juneau Septic. We intend to secure purchase of the tanks via an earnest money agreement. John Barry has researched additional tank specifications including restraint material and has begun work on the drawings so that he can submit them for the ADEC permit. Additionally, we created an announcement as requested by council member Driscoll at Monday's work session. You can see that document for details. We will need to amend the NCO funding documents to increase the project by \$7500. This is due to higher shipping costs for the tanks and the restraint material, and we anticipate that the design and permitting processes will increase from the original estimate.
- Thanks to Chief Martinez for instructing a First Aid CPR class last Friday to all of the City staff. Ben held down the fort at City Hall since he is an ETT and is already current on his certification. We are reviewing which City locations have AED's, the expiration dates of the pads and where else we might need to place one. Right now, there is not one at the DRC nor the Community Chest. We will also look at first aid kits and their contents.
- Reviewed and provided edits to the MOU with SEARHC drafted by Mayor Taylor.
- Filled in for Early and Absentee Voting when the Clerk wasn't available.
- Continue to wade through FEMA invoices and other documentation for reimbursement. Now that Ben is getting a handle on our accounts, we can pull reports to identify past invoices from the projects related to the 2020 flood and various mitigation measures. Tong Road culvert is now complete and that should wrap up our FEMA projects. Now to identify all the expenditures for the past couple of years and submit final reports and reimbursement requests.
- I submitted the basic information for the Good River Bridge Repair and Embankment Stabilization into the Project Intake Survey which begins the process to allow DOT&PF and AML to help applicants sort out prospective funding sources. Jim Mack has submitted the Bike Path project into the same intake survey. This submission is also considered our Notice of Intent to Apply. This intake process helps to determine which federal grants and state programs the project may be eligible for. I have been in contact with our grant writer who is on board to help us write a grant proposal for infrastructure or other funding once the sources are identified. We have meetings next week with DOT to evaluate the projects and determine the best course of action to apply for funds.
- We had a preliminary meeting with Dana Herndon at Senator Murkowski's Office on the DRC capital projects on how to prioritize funding requests. Do we submit separate requests or one big request? We have another meeting next week with her staff who actually is involved with congressional spending and the federal granting agencies. This all will depend on the election outcome. We are awaiting finished drawings from PND for the New Compost Facility so that project will be pretty much ready to submit if we decide to apply for just that project as a standalone.

- Worked with John Nixon on Electrification issues at City Hall. He and AP&T are discussing the best approach to take to upgrade and replace the line providing power to City Hall moving forward.
- Continued to field calls and complaints about the roads.
- Susan Warner stopped by City Hall to advise the mayor and I that she would be convening a neighborhood work group of local property owners in the Pine Street/Willow Way subdivision to address drainage and road issues. The intent as I understood it was to come up with some potential solutions to flooding and drainage. (hopefully agreed upon by the residents) They would then present their findings to the City. It will take some planning and coming together of local residents to correct the issue. It may also need a hydrology study to be conducted by the city.
- Held a staff meeting for employees to check in and provide updates for their departments, reviewed some Policy and Procedures, and welcomed Ian into his new position at the DRC.
- Comments or suggestions?